

CONTRACTOR'S CERTIFICATE AND ASSIGNMENT OF RIGHTS

To Qualified Entity

Procedure for Contractor's Certificate:

"Qualified Entity" means a religious, charitable, and eleemosynary organization; the United States government, the State of Colorado, its departments or institutions, and political subdivisions in the governmental capacity; and a school (other than a school held or conducted for private or corporate profit) in the conduct of its educational functions and activities.

- Please fill out this form completely. Unclear or improperly completed forms will be returned. Information submitted on ST-16QE must be original, typed or handwritten.
- Must be signed by the contractor, subcontractor or an officer of the corporation including their title.
- Contractor assigns any rights it may have to a refund of City Taxes paid to the Qualified Entity. When applicable, approved refunds are paid to the qualified entity, not to the contractor.

Contractor Name: _____ **City of Colorado Springs Sales/Use Tax License#:** _____

The above listed contractor purchased the materials listed on the attached documents from the vendors specified on those documents and states that the following statements are true and correct.

- (1) All materials purchased were incorporated into a structure owned by (Qualified Entity): _____
Located at (job site location): _____, Colorado Springs, Colorado.
- (2) The structure was constructed pursuant to Building Permit No.: _____, issued by the Pikes Peak Regional Building Department (all copies attached.)
- (3) Contractor paid all City of Colorado Springs Sales or Use Taxes (City Taxes) for the materials purchased as specified in the attached documents.
- (4) No materials were used on any other project or for any other purpose.
- (5) City of Colorado Springs taxes in the amount of \$_____ for sales tax and \$_____ for use tax were paid to the vendors or to the City of Colorado Springs directly for those purchases.
- (6) Neither Contractor nor any person on behalf of the Contractor have applied for or received a refund of City of Colorado Springs taxes paid either to/from the vendors or to/from the City of Colorado Springs.
- (7) Contractor will not claim or permit to be claimed on its behalf, that any City of Colorado Springs tax paid on those purchases is exempt from City Tax.

I declare, under penalty of perjury, that this claim, and all accompanying schedules and statements, have been examined by me and to the best of my knowledge and belief are true, correct, and made in good faith, pursuant to City of Colorado Springs Sales and Use Tax Code and Colorado Springs Sales Tax Guide No. 06-101.

Contact Name/Title (Print): _____ Phone: _____

Company Address: _____
Post Office Box or Street Address City, State Zip Code

Authorized Representative/Title (Print): _____

Authorized Representative Email Address: _____

Signature of Authorized Representative: _____ Date: _____